



EXEMPT STAFF VACANCY

Facilities Coordinator

The Greater Victoria School District comprises 19,000+ students, 47 schools and additional properties that span across five municipalities. Our Schools range from the newest LEED Certified School to others that have heritage status and are over one hundred years old.

The Facilities Coordinator will report to the Director of Facilities and be responsible for providing business, program, and project level coordination and support.

Some of the key duties and responsibilities will include; District fleet management, energy management, work order system set-up and implementation, District leasing, objective tracking and reporting, departmental budget coordinator, public enquiry management, WorkSafeBC compliance and other administrative duties.

The successful applicant will have a Post-secondary degree/diploma in Business Administration, Finance/Commerce or Engineering, a minimum of 3 years of related work experience as deemed acceptable by the employer and Project Management Training or Project Management Professional (PMP) designation would be an asset.

The successful applicant will also have; a valid driver's license, excellent verbal and written communication skills with ability to build and maintain strong business relationships at various levels within and external to the District, organizational skills with attention to detail and ability to meet deadlines, superior interpersonal skills including the ability to work effectively in a team environment, ability to manage multiple tasks at one time, manage your own and Director's priorities and work with minimal supervision, flexibility in assigned task to meet Departmental requirements, demonstrated ability to exercise significant discretion and sensitivity, demonstrated analytical and problem solving skills and computer proficiency in MS Office (Word, Excel, Outlook).

This is an exempt position at an annual pay grade of \$57,218 with a comprehensive employee benefits package. To view the complete job description, please visit our website at www.sd61.bc.ca and go to Employment.

Please submit a cover letter, resume and salary expectations to:

Human Resource Services
Greater Victoria School District #61
556 Boleskine Road, Victoria, B.C. V8Z 1E8
Or by fax: 250-475-4113 or email: hrs@sd61.bc.ca

Deadline for submission: 4:00 pm, November 10, 2016

School District 61 thanks all applicants for their interest, however, only those selected for interviews will be contacted.